



SMALL BUSINESS PROCUREMENT PROGRAM APPLICATION

Thank you for your interest in doing business with the State of Minnesota. An application form for the Minnesota Small Business Procurement Program for Targeted Group, Economically Disadvantaged and Veteran-Owned small businesses is attached. To be considered for participation in the program, complete and return this form.

In addition, the appropriate supporting documentation as listed on the attached Supplemental Information sheet must be provided along with your application. When you have completed your application form, please send it along with the other information required to the address shown below.

If your business is certified under this program, you may be eligible to participate in similar programs at the Minnesota Department of Transportation and several metropolitan agencies.

*The following information pertains to all vendors who wish to
provide goods or services to the State of Minnesota:*

Vendors registered with the Materials Management Division (MMD) may be sent invitations to bid. However, we do not routinely send bid invitations to all vendors who provide a specific commodity. Most state bids and requests for proposals over \$10,000 are posted on MMD's web site at <http://www.mmd.admin.state.mn.us/solicitations.htm>. Some RFPs for professional services are also announced in the State Register, which is published each Monday and available online at www.minnesotasbookstore.com.

Vendors who intend to bid on any purchases or contracts exceeding \$100,000, and have had, on any single working day in the past year more than 40 employees in Minnesota, must apply for a Certificate of Compliance from the Minnesota Department of Human Rights. State agencies **cannot accept bids or proposals** on purchases or contracts exceeding \$100,000 from vendors who have not **applied for** this certificate and **cannot make awards** exceeding \$100,000 to Minnesota vendors who have not **obtained** this certificate. Vendors who do not have more than 40 employees in Minnesota, but who do have more than 40 employees in the state in which their principal place of business is located, will be required to certify that the business is in compliance with federal affirmative action requirements in order to receive awards exceeding \$100,000. Contact the Department of Human Rights at 651.539.1100 or <http://mn.gov/mdhr> for more information.

Vendors are encouraged to recruit Minnesota welfare recipients to fill vacancies in entry level positions by listing their open positions with the Minnesota Workforce Center System. For more information, call the Workforce Center System toll-free at 1.888.GET JOBS, or visit their web site at <http://mn.gov/deed/job-seekers>.

If you have any questions, please feel free to contact our Office of Equity in Procurement at 651.201.2402 or procurement.equity@state.mn.us.

Enclosures

7/1/16

Materials Management Division
112 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155

P: 651.201.2402 / F: 651.297.3996 / E: Procurement.Equity@state.mn.us
Persons with a hearing or speech disability may contact us by dialing 711 or 1.800.627.3529

TARGETED GROUP, ECONOMICALLY DISADVANTAGED & VETERAN-OWNED SMALL BUSINESS PROCUREMENT PROGRAM

In early 1990 the Minnesota legislature passed a bill which authorized the Administration Department, Materials Management Division (MMD), to operate a program for Targeted Group (TG) and Economically Disadvantaged (ED) small businesses. The program has been in effect since July 1, 1990. In 2009 the legislature passed a bill that added Veteran-Owned small businesses to the Program.

Businesses eligible to participate in this program must, first of all, be Minnesota-based small businesses. In 2015 MMD adopted variable size standards by industry as set by the US Department of Transportation in order to determine what is a small business.

The Commissioner of Administration periodically designates businesses that are majority-owned and operated by women, persons with a substantial physical disability, or specific minorities as targeted group businesses within purchasing categories as determined by the commissioner.

Targeted Group small businesses must be certified as such by MMD in order to participate in the program. By being certified with MMD, the business may also be eligible to participate in similar non-federal-funded programs operated by the Minnesota Department of Transportation (Mn/DOT) and several Metropolitan Agencies.

To be certified as a Targeted Group small business, the business must be at least 51% owned by women, racial minorities, or persons with a substantial physical disability. In addition, the business must be operated and controlled on a day-to-day as well as long-term basis by the qualifying owner. In other words, ownership is not enough; operational control is also required.

Once certified, Targeted Group small businesses may be eligible for up to 6% preference in selling their products or services to the state in accordance with the Commissioner's designation of eligible businesses.

To be certified as an Economically Disadvantaged small business, the business must be located in a labor surplus area as designated by the federal government, or in a low income county in Minnesota. Economically Disadvantaged small businesses must be certified as such by MMD in order to participate in the program.

To be certified as a Veteran-Owned small business, the business must be at least 51% owned by a veteran or service-disabled veteran as determined by the Minnesota Department of Veterans Affairs. In addition, the business must be operated and controlled on a day-to-day as well as long-term basis by the qualifying owner. In other words, ownership is not enough; operational control is also required.

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Certified Economically Disadvantaged and Veteran-Owned small businesses may be eligible for up to 6% preference in selling their products or services to the state.

In addition, we have the authority to set goals which require prime contractors to subcontract a portion of the work to certified Targeted Group, Economically Disadvantaged or Veteran-Owned small businesses on contracts for construction or consulting services.

Once certified, TG, ED and VO vendors are added to the state's vendor list, and are listed in the Directory of Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors, which is available to state and other governmental agencies at no charge through the Materials Management Division's web site at <http://www.mmd.admin.state.mn.us/process/search>.

Additional eligibility criteria for the above programs are contained in Minnesota Rules, Chapter 1230. These rules are available on the internet at <https://www.revisor.mn.gov/rules/?id=1230>, or you may obtain a copy by calling the MMD HelpLine at 651.296.2600.

The Administration Department is responsible for the state's purchasing of goods and some services, either through one-time buys or through long-term commodity contracts. All state agencies have the authority to purchase locally up to \$10,000, without submitting a request through MMD. Some agency personnel have delegated authority to make purchases up to \$50,000. Consultant and professional or technical services are also contracted at the agency level. There is no centralized purchasing for professional services contracts.

MMD generally purchases by soliciting bids or proposals from vendors on the state's vendor list and awarding to the lowest responsible bidder meeting the specifications and requirements of the bid or to the vendor submitting the successful proposal in response to a request for proposals (RFP). However, vendors certified as Targeted Group, Economically Disadvantaged or Veteran-Owned may receive a preference in the bid -- if a certified eligible TG/ED/VO vendor's bid is within the preference percent of the lowest responsible bid from a non-TG/ED/VO vendor, and the TG/ED/VO vendor has met all the conditions of the bid, the TG or ED vendor will receive the award. In establishing evaluation criteria for evaluating proposals, equivalent preferences are granted to TG/ED/VO vendors. Agencies, when purchasing under their local purchase authority, are encouraged to purchase from certified TG vendors.

As stated, we send bid invitations and requests for proposals to those businesses on the state vendor lists. However, in some commodity areas, the list is so extensive we cannot possibly send invitations to all potential vendors. So, in addition to sending out bids and RFPs, most state bids and requests for proposals over \$10,000 are posted on MMD's web site at <http://www.mmd.admin.state.mn.us/solicitations.htm>.

Additional information about the program and state purchasing is available by contacting the Materials Management Office of Equity in Procurement at 651.201.2402 or procurement.equity@state.mn.us.

July 1, 2016



MN DEPARTMENT OF ADMINISTRATION TG/ED/VO CERTIFICATION APPLICATION

Who may apply: Small businesses owned and operated by socially or economically disadvantaged person(s), which may include ethnic minorities, women, persons with a substantial physical disability, veterans or resident businesses in an economically disadvantaged area. Percentage of ownership by the qualifying person(s) must be at least 51 percent. If you designate "disability", a letter from your physician verifying the disability must accompany this form. Veteran/Service-Disabled Veteran must be verified by the Minnesota Department of Veterans Affairs (MDVA). Specify the appropriate designation below.

☐ Ethnic Minority (specify ethnicity & country of origin) _____
Tribal ID No. if Native American _____

☐ Female ☐ Disability (attach physician's letter) ☐ Veteran/Service-Disabled Veteran (Attach MDVA letter)

☐ Labor Surplus Area ☐ 70% Median Income County ☐ Rehab Facility/Extended Employment Provider

Human Rights Certificate of Compliance: ☐ Yes ☐ No ☐ Applied For ☐ N/A (fewer than 40 employees)

Date of Application: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ County:

Phone: _____ Fax: _____ Toll Free: _____

Web Site: _____ Email Address: _____

In the space below, give a concise description of the company's product(s), service(s), or type of construction. If your company offers more than one product/service, list the primary product or service first. This description will be placed in our online directory.

Method of Acquisition: ☐ Bought Existing ☐ Franchise ☐ New ☐ Other

Legal Structure: ☐ Corporation ☐ Partnership ☐ LLC ☐ Sole Proprietor ☐ Other

Date Current Ownership Established: _____ Date Registered with Secretary of State: _____

*Minnesota Tax ID No: _____ Federal Employer's ID No: _____

Number of Full-Time Employees: _____ Gross Revenue Last Fiscal Year: _____

FOR MATERIALS MANAGEMENT DIVISION USE ONLY:

Vendor Code Number

TG/ED/VO Code

Approved: ____ Yes ____ No

Owner Information: List all owners; attach additional pages, if needed.

Name		
Residence Address		
City	State	Zip Code
Residence Phone	% Ownership	
Title		
Ethnicity (if applicable)		

Name		
Residence Address		
City	State	Zip Code
Residence Phone	% Ownership	
Title		
Ethnicity (if applicable)		

Ownership in Other Firms: Do any of the above have ownership, partial ownership, or any involvement, direct or indirect, in any other firms, stores, etc? ☐ Yes ☐ No

If yes, list names and addresses, as well as other owners and their company information. Attach additional pages if necessary.

Name	Company Name/Address	% Owned	Products/Services	Gross Revenue Last Year
Name	Company Name/Address	% Owned	Products/Services	Gross Revenue Last Year

*As a condition of doing business with the state, you must provide your Minnesota Tax Identification Number or Social Security Number as required by M.S. §270C.65, subd. 3, and may be used in the enforcement of federal and state tax laws. Supplying these numbers may result in action to collect delinquent tax returns and delinquent uncontested tax liabilities, if any. Failure to supply these numbers could preclude you from being paid for the products or services purchased. These numbers will be available to federal and state tax authorities and personnel involved in payment of state obligations.

Most information submitted for certification becomes public data upon certification. Financial statements may be returned to the applicant upon completion of the application process if requested by the applicant pursuant to Minn. Rules Chapter 1230, Part 1700.

I certify that this information is true and I understand that falsification of this data will be sufficient reason for rejection of this application. A person who knowingly provides false information for the purpose of obtaining certification is guilty of a misdemeanor (M.S. §16C.21).

Owner Signature	Title	Date
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Instructions: Complete this form and submit it, along with the information required on the attached Supplemental Information Sheet, to the address below. Questions may be directed to the Office of Equity in Procurement at 651.201.2402.

Send complete information to: Materials Management Division
Office of Equity in Procurement
112 Administration Building
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St. Paul, MN 55155

ALL APPLICANTS MUST SUBMIT THE FOLLOWING SUPPLEMENTAL INFORMATION (AS APPLICABLE):

1. Complete financial statements for the business for each of the preceding three fiscal years (or since the inception of the business if established less than three years). If financial statements are not available, copies of profit or loss statements from the last three years' federal income tax returns may be submitted. Financial statements may be returned to the applicant upon completion of the application process if requested by the applicant pursuant to Minn. Rules Chapter 1230, Part 1700.
2. A chronological resume' for each owner, officer, and other key personnel outlining education and employment history, including dates of occurrence.
3. A profile of each owner's management responsibilities and a description of the management responsibilities assigned to other individuals.
4. Copy of each owner's birth certificate.
5. For businesses that sell products, but have no inventory, a copy of the sales agreement(s) with manufacturers or authorized distributors.
6. Proof of purchase, including copies of the purchase agreement, canceled checks, and bill of sale.
7. Copies of equipment and facility lease agreements.
8. Bank signature card and/or corporate banking authorization.
9. List of all professional and business licenses held.
10. Copies of the most current W-2 forms for each owner, officer and key personnel.
11. Current W-9 for verification of your federal taxpayer identification number.
12. If applying as a veteran-owned business, a Minnesota Department of Veterans Affairs letter verifying veteran or service-connected disabled veteran status (see below).

CORPORATIONS MUST ALSO INCLUDE:

1. A copy of certificate and complete articles of incorporation as filed with, and signed by, the Secretary of State, with file numbers.
2. Copies of all signed stock certificates, front and back, issued to date, including canceled and transferred stock.
3. Copy of company bylaws, including all amendments, and copies of minutes for the first shareholders and board of directors meeting. Include annual elections and minutes from the most recent meeting and all resolutions and authorizations.
4. Copies of any voting agreements, shareholder control agreements or buy-sell agreements.

SOLE PROPRIETORS MUST ALSO INCLUDE:

1. Certificate of assumed name (if applicable). This document is available by calling the Office of the Secretary of State at 651.296.2803 or 1.877.551.6767 or can be ordered from the Secretary of State website at www.sos.state.mn.us.

PARTNERSHIPS MUST ALSO INCLUDE:

1. Signed partnership agreement.
2. Certificate of assumed name. This document is available by calling the Office of the Secretary of State at 651.296.2803 or 1.877.551.6767 or can be ordered from the Secretary of State website at www.sos.state.mn.us.

LIMITED LIABILITY COMPANIES MUST ALSO INCLUDE:

1. A copy of certificate and complete articles of organization as filed with, and signed by, the Secretary of State, with file numbers.
2. A copy of the company operating agreement

VETERAN-OWNED SMALL BUSINESSES

Submit the form found at <http://mn.gov/mdva/resources/employment/veteransasbusinessowners.jsp> along with required documentation to the Minnesota Department of Veterans Affairs to receive your verification prior to submitting the application for certification from the Department of Administration.